

Job Description

Dynamic and self-motivated individual with the ability to work effectively in a fast-paced and collaborative environment is sought for the Planner position with the City of Long Beach Department of Economic Development and Planning. The candidate will work on post-disaster planning on the local government level and connections between land use, transportation, and thriving healthy, sustainable and resilient communities, along with economic development, grants administration work and community outreach. The planner serves as a staff lead person for multiple complex planning projects. The department is currently completing its Comprehensive Plan Update and Local Waterfront Revitalization Project Plan and starting a Zoning Update, therefore, land use planning experience is a priority.

Responsibilities include: program/project development, grant writing and grant preparation, development of scopes of work and budgets, project implementation, project and contract management, leadership of project teams, and supervision of project staff and community outreach. Work involves researching and analyzing land use, environmental and socio-economic information and data, writing and producing plans and other technical documents, analyzing zoning bylaws and ordinances, and interacting with community leaders and the public. The successful candidate must demonstrate a high level of planning skills, strong analytic abilities, communication and writing capabilities, be a problem solver, have the ability to complete assignments successfully and collaboratively work with a wide range of people. A strong background with computer software applications is required. GIS and Photoshop experience is a plus.

Minimum Requirements

- a. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Master's degree in planning, sustainability and resiliency, environmental studies, geography, economic development, or a related field and one year of experience in municipal, community or regional planning; or
 - b. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's degree in public policy, planning, sustainability and resiliency, environmental studies, geography, civil engineering, economics, economic development, sociology, political science, or a related field and two years of experience in municipal, community or regional planning; or
 - c. An equivalent combination of training and experience as defined by limits outlined in a and b.
- Valid NYS driver's license is required.
 - Familiarity with Long Beach is helpful, but not required.
 - Salary is commensurate with experience.
 - Start Date: September 2017

The City of Long Beach Department of Economic Development and Planning is committed to building and maintaining a diverse staff and an equitable and inclusive work environment. It is a smoke and drug free workplace. Office hours are 9 am to 5 pm with some flexibility. There will be some required evening meetings and possible weekend work. This fulltime position with benefits requires an immediate start.

How to Apply

Please email your Cover Letter and Résumé to Patricia Bourne, Director of Economic Development and Planning at pbourne@longbeachny.gov with a writing sample (no more than 4 pages). Be ready to supply three professional references upon request.